



JOLIET JUNIOR COLLEGE

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Joliet Junior College
Request for Proposal
Acquisition of a Procurement Card (Credit Card) Program

RFP Opening November 10, 2009 at 2:00 P.M., CDT

Background

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 14,000 credit and 17,000 non-credit students attending classes on its main campus located within the city of Joliet, and its four extension campuses located in Romeoville, Morris, southeast and downtown Joliet.

Vision Statement

Joliet Junior College, the nation's first public community college, will be a leader in teaching and learning, and the first choice for post-secondary education.

Mission Statement

Joliet Junior College enriches people's lives through affordable, accessible, and quality programs and services. The college provides transfer and career preparation, training and workforce development, and a lifetime of learning to the diverse community it serves.

I. SCOPE OF SERVICES

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals from qualified financial services providers to implement and provide a Procurement Card ("P-Card") Credit Card program that will allow authorized personnel to purchase necessary items in a simple and timely manner while maintaining a high level of internal control and complying with all relevant federal, state and local regulation, and with JJC policies and procedures concerning such purchases. Additional scope is discussed in the specification portion of this proposal.



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II. RFP SCHEDULE

Date (2009)	Event
October 9	Vendors contacted via email / advertised
October 20 2:00 p.m., CDT	Last date/time for submission of written questions via email to jmitchel@jjc.edu
October 23	Responses to questions emailed
November 10 by 2:00 p.m., CDT	Proposals must be submitted to the Purchasing Department, Building H, Room 1018
November 11 - 16	JJC Evaluation Team reviews proposal
November 19 & 20	Possible presentations by two top short-listed firms
December 9	Notification of Award

III. INSTRUCTIONS TO VENDORS

ADVICE: The department responsible for this RFP is the Purchasing Department located at 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be Judy Mitchell, Director Business & Auxiliary Services, H-1018, telephone (815) 280-6640; fax (815) 280-6631.

Questions concerning this RFP will be answered if sent to the Purchasing Department via email to jmitchel@jjc.edu on or before Monday, October 20 by 2:00 P.M.

All questions and answers will be published and provided to all potential suppliers by end of business day on October 23, 2009.

SUBMISSION: the submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed proposals ARE NOT acceptable. All RFP's must be submitted by the date and time of public opening (see above). RFP's must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, RFP for Procurement Card, the opening date and time. An original and four (4) copies of the RFP shall



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be provided.

RFP's must be addressed to: Joliet Junior College, Judy Mitchell, Director Business and Auxiliary Services, 1215 Houbolt Rd., Joliet, IL 60431-8938.

RFP's not submitted in the format as instructed by this RFP will not be accepted. Addendums to this RFP, once filed, may be submitted in a sealed envelope only, properly identified, prior to the opening hour.

Receipt of RFP / Late RFP: Sealed RFP's shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFP's received after the date and time specified shall be considered LATE, and shall not be opened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals maybe withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Director of Business and Auxiliary Services or Joliet Junior College.

ADDENDA: The only method by which any requirement of this solicitation may be modified is by written addendum.

PROPOSAL DUE DATE: The proposal must be received on or before 2:00 p.m., Central Daylight Time, on November 10, 2009, at the Purchasing Department, Building H, Room 1019, 1215 Houbolt Rd., Joliet, IL 60431-8938

INSURANCE: The supplier performing services for JJC shall:

Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION

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DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

TAXES: JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for



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payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

INDEMNIFICATION: The supplier shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the supplier.

DISCLOSURE: Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

TERM OF CONTRACT: Any contract, which results from this RFP, shall be for a period of one year from the date of the contract award. Assuming continued availability of funding; JJC may, at its sole option and with the consent of the supplier renew the contract for up to an additional four (4) one-year terms.

IV. GENERAL TERMS AND CONDITIONS

Applicability: These general terms and conditions will be observed in preparing the proposal to be submitted.

Purchase: After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business and Auxiliary Services.

Right to Cancel: JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

Governing Law and Venue: This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

Dispute Resolution: JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.



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Costs: All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

Proprietary Information: Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

Negotiation: JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

Award: The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

Retention of Documentation: All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of JJC.

Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

V. **FORMAT FOR RESPONSE**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

An original and four (4) copies of the proposal will be required. Each shall be submitted in a binder.

The original copy should be so noted and signed



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1. **Title Page**

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

2. **Table of Contents**

Clearly identify the materials by sections and page number(s).

3. **Letter of Transmittal**

Limit to one or two pages.

- a. Briefly state the vendor's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
- b. List the names of the persons who will be authorized to make representations for the vendor, their titles, address, and telephone numbers.

4. **Profile of the Vendor**

Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.

- a. Provide a list of the vendor's top ten current and prior two-year clients indicating the type of services the organization has performed for each client.
- b. Submit independently audited financial statements (one copy only). Such information will be considered in strict confidence.
- c. Indicate any third-party firms involved with your program and state their role(s).

5. **Scope Section**

Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

6. **Responses to Questionnaire**

7. **Prices Responses**

8. **Invoicing Procedure**

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

9. **Pro forma Contract**



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The terms and conditions included in the *Pro forma* Contract apply to any contract resulting from this RFP. In this section of your proposal state any clarifications to the proposed document and your reasons for clarifications. No exceptions are allowed. However, alternative suggestions are encouraged. Please list any alternative suggestions for improvement in costs and/or services provided as an alternative.

10. Bidder's Certification Statement

VI. EVALUATION

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the supplier to be awarded a contract for this project. Purchase price is not the only criteria that will be

used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include, but not be limited to, the following considerations:

1. The provider's ability to assist JJC in meeting the overall goals and to reduce JJC administrative costs associated with the procurement process.
2. The quality and range of services the firm proposes to provide.
3. The extent to which the goods or services meet JJC needs.
4. The firm's overall experience, reputation, expertise, stability and financial responsibility.
5. The vendor's past relationship with JJC, if any.
6. The experience and qualifications of the staff that will be assigned to service JJC's account.
7. The ability to provide service in an expedient and efficient manner.
8. Facilities (computerized information systems, access to industry facilities, quality and range of management reports, etc.) that will be used in auditing JJC's expenditures.
9. Vendor's financial terms offered to JJC.
10. The training options available.
11. The total, long-term cost to JJC to acquire the vendor's goods and services.
12. Any other relevant factor that a private business entity would consider in selecting a supplier.

SCOPE OF WORK



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Joliet Junior College (JJC) is seeking proposals from qualified institutions to provide procurement card program ("P-card"). JJC is committed to a process that will allow the college and the administrative offices some latitude in determining the needs of each department. The use of the P-cards will allow the departments the ability to purchase the necessary goods needed to facilitate the programs located at the campus level. The P-card system will allow for the reduction of current administrative time and responsibilities. This reduced time can be re-directed by departments to time spent on academic matters. Coupled with JJC's initiative and the desire to reduce administrative time and number of small purchases, is the need for the P-card program to:

- Simplify Procurement Process
- Improve Supplier relations
- Improve payment time to Suppliers
- Improve expense control
- Improve employee productivity and increase employee satisfaction
- Reduce administrative expenses

In the 2008-09 fiscal year JJC procured \$858,504.29 in procurement card purchases. The total number of transactions was 4,344, the maximum allowed purchase was \$1,499 and the average expenditure was \$193.34.

JJC OBJECTIVE

JJC intends to select a supplier to provide the following P-card services that will support the following features:

- Ease of use for Card members
- Card members spending limits
- Preferred Supplier restrictions
- Preferred Suppliers Limit
- Single Purchase Limits
- Monthly Credit Limits (cycle limits)
- Transaction-Based Limits (single transaction limits)
- Industry restrictions
- Card member Activity reports
- Custom File Outputs
- Industry Spending Details and Summary
- Online reporting
- Online Card Setup, Maintenance and Suspension
- Automatic Expense Allocation
- Online Cost Code Validation



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- Query Builder, Library and Data Archiving
- Automated General Ledger Loading
- Cardholder Reconciliation
- Fraud Detection
- Password Reactivation

In preparing responses to this RFP the vendor is not limited to the items listed above. Additional topics may be added and the vendor is encouraged to add information regarding any topic concerning P-card administration and usage that would be beneficial to JJC.

At minimum, the scope of services required to be provided by the selected firm shall consist of the following:

1. Customer references with successful transitions from one procurement card to another.
2. Prior to the implementation the provider is to perform a study to obtain all information concerning JJC documentation needs to meet all regulatory agencies and generally accepted accounting principles. Provider is to design and present a workflow process that will document the needed information and discuss how these needs will be accomplished.
3. The provider is to provide and demonstrate to JJC, prior to the implementation of the program, that the provider is capable of performing a satisfactory integration of provided data that can be transmitted and accepted, with reasonable and customary human intervention, to the current DATATEL financial software being used by JJC.
4. During the pilot program the provider is to design, demonstrate and test an automatic DATATEL interface that will meet JJC needs to manage the P-card system and obtain information that will both upload and download to the current financial software used by JJC. The interface is required to operate with reasonable and customary human intervention, which is acceptable to JJC.
5. Provide in-house training during the pilot program and continue training during the initial start-up period.
6. Have the ability to issue approximately 100-300 user cards at no charge and the financial strength to support JJC purchases of \$800,000- \$1,250,000 per year.



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7. Have the ability to preset dollar limits for each cardholder, such as transaction amounts, daily amounts, monthly amounts. Also have the ability to provide supplier restrictions by commodity codes and by specific suppliers.
8. Have the ability to provide customized cards with JJC name, tax exempt number, logo and the name of the individual cardholder. Also, have the ability to issue cards that are visibly distinctive so cardholders can easily distinguish between cards issued for various JJC programs and funds.
9. Have the ability to provide JJC with ad-hoc reports.
10. Have the ability to interface with JJC current financial software, Datatel's Colleague software package. Also, to have the necessary software that will enhance transmittal information from the provider to JJC using JJC infrastructure.
11. Have the ability to provide a 30-day payment settlement with no additional charges.
12. Have the ability to provide a 24-hour/ 7 day per week emergency facility to solve user/supplier problems.
13. Have the ability to address all other requirements stated in this RFP, and, have the professional expertise to suggest other operational procedures that will allow JJC to study, implement and install a successful on-going P-card system.
14. Provider to supply workflow process to enable JJC to comply with federal regulations regarding the issuance of Form 1099. The workflow process is to document the process from obtaining the data from the Provider to the mailing of the 1099 forms to the recipients.
15. Provider is to demonstrate a workflow process that will allow JJC to obtain information electronically and to add additional needed information after receiving the information from the Provider.
16. All payment disputes with merchants shall be handled exclusively by the procurement card vendor.

DATATEL TECHNOLOGY REQUIREMENTS



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Technology requires that a supplier furnish a turnkey DATATEL interface that will provide automatic and transparent uploading of all required information, as well as a solution to pre-encumbering budgeted funds. You may contact Datatel at: www.datatel.com, or by telephone at 703-968-9000. JJC is currently using Release 18.

The vendor is encouraged to discuss all supplier related technology requirements in the proposal response. After the selection of a supplier, JJC technology representative will be assigned to work with the supplier. The representative will work in conjunction with the supplier's technology personnel to achieve the most advantageous and productive P-card program reports possible.

QUANTITY

There is no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by JJC. However the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.

CONTRACT TYPE

The preferred contract type to be awarded is a fixed fee contract. However, if a Supplier has reason to believe a better (more cost effective) method is practical, then the Supplier is encouraged to offer that better pricing option as an alternative. JJC will consider that type of contract as it compares with other recommended contract options. The contract providing the best "Total Cost" value, over the longest period of time, is preferred by JJC. Suppliers are required to provide JJC with a menu of optional services provided, each service must be priced separately and independent of any other services offered or rendered.

JJC reserves the right and the provider accepts the condition that if JJC deems that the pilot program implemented to test the use and feasibility of P-cards is deemed unsuccessful by JJC, that JJC has the right to cancel all obligations related to this RFP. JJC reserve the right to make this cancellation free of any and all prior and current costs and does not have the obligation for any further payments to the provider.

PROPOSED PRICING

The vendor should furnish a list of proposed prices for all services and materials to be used during the term of the contract. The list of proposed prices should be structured to allow for the calculation of unit cost analyses. The prices included herein are to be firm through the contract term, unless noted otherwise by the vendor. The cost proposal



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should contain:

- Annual cost per card.
- Payment term option stating the frequency of required wire-transfers.
- Cost of consultation during implementation.
- Cost for electronic system interface, including implementation, initial training, and support.
- Late-payment charges.

COMMERCIAL OFFER

Please provide a commercial offer that is mutually advantageous, including the fee structures that you believe best support this Scope of Work. Your commercial offer should cite the categories listed herein. Include your fees for sections that are applicable. The following fee categories are meant to be possible components of your commercial offer, not mandates. Use your professional expertise in structuring the most viable commercial offer to JJC.

1. **Base Fixed Fee** (if **applicable**) — Insert price and description of services provided.
2. **Retained Fee** - Insert price and description of services provided.



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3. **Hourly Fee** - Insert price and description of services provided.
4. **Late Payment Fee** – Insert late payment price and description of payment method JJC will use to pay regular-billed statements.
5. **On-Line Services and Report Fees** - Please list all services available, with associated fees.
6. **Other Costs** - List any other services provided, with their associated fees.
Note: JJC anticipates that all miscellaneous out-of-pocket expenses incurred by vendor will be billed at cost, without a markup.
7. **Summary of Anticipated Total Billings** - Based on your professional experience and JJC's represented activity levels, provide your estimated total billable services amount for a one-year period.

Provide the assumptions and calculations used to arrive at this figure.



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CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525
Director of Business & Auxiliary Services, H-1019
1215 Houbolt Road
Joliet IL 60431



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P-Card Questionnaire Response Worksheet

Functionality	The Abbreviated Answer	Further Explanation	Attachment Provided
Please enter your company name	Company Name:		
Please enter the name of the company contact, phone, fax, and email address	Contact Information:		

QUESTIONNAIRE

The following questions are given to assist the vendor in providing information to JJC in a concise manner. Responses should contain as much information as possible to completely answer each question:

Please complete the following questions, add clarification in the space provided, attach the requested material and return to the JJC Purchasing Department.



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Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
Interface to “Datatel” General Ledger: <i>On a monthly basis, the purchasing card transactions will automatically debit the bank account for the amount due and JJC will charge the proper general ledger account for the purchases.</i> <ul style="list-style-type: none">• Can your software produce an ASCII record for each general ledger transaction?			
<ul style="list-style-type: none">• Is custom programming required to produce the ASCII file?			
<ul style="list-style-type: none">• If custom programming is required, what is the price estimate in both hours and cost per hour?			
<ul style="list-style-type: none">• Does your company have prior experience at interfacing with Datatel?			
<ul style="list-style-type: none">• Does your software capture Level 1 data from the merchant?			
<ul style="list-style-type: none">• Does your software capture Level 2 data from the merchant?			
<ul style="list-style-type: none">• Does your software capture Level 3 data from the merchant?			



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Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
<p>Technical Assistance: <i>This section identifies the technical assistance your company deploys both in conversion and the ongoing operation of the purchasing card program:</i></p> <ul style="list-style-type: none">• Is the software installed by a representative of your company at the JJC site?			
<ul style="list-style-type: none">• Will your technical representative be on the JJC site during the pilot and at the full conversion date?			
<ul style="list-style-type: none">• Does your technical representative have 2-3 years experience in this product, the regulations and the technology?			
<ul style="list-style-type: none">• Do you provide a 1-800 call center operation for technical assistance? What are the hours of operation?			Attach your call center performance expectations



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Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
The Purchasing Cards: <i>This section asks questions relative to</i> <ul style="list-style-type: none">• Do you allow a client-designed logo for the card? What are the parameters and criteria?			Attach the purchasing card parameters and criteria
<ul style="list-style-type: none">• Is the functionality allowed by each cardholder managed in a table-driven manner allowing flexibility and ease-of-use by JJC?			
<ul style="list-style-type: none">• Can you encode the card so that the merchant will not assess sales tax?			
<ul style="list-style-type: none">• Can you limit the usage of the card to a certain dollar amount within a certain timeframe?			
<ul style="list-style-type: none">• Can you limit the usage of the card to a certain number of transactions within a certain timeframe?			
<ul style="list-style-type: none">• Can you restrict the usage of the card by type of purchase? How is this accomplished?			
<ul style="list-style-type: none">• Can you restrict the usage of the card within a certain geographic area?			
<ul style="list-style-type: none">• Can you restrict the usage of the card to a			



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particular merchant, or by product?			
Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
<ul style="list-style-type: none"> Once an employee is terminated, can the administrator quickly deny usage of the card? 			
<ul style="list-style-type: none"> Can the cash advance feature be permanently blocked on all cards issued by JJC? 			
<ul style="list-style-type: none"> Can the same card be used for travel & entertainment along with small purchases? 			
<ul style="list-style-type: none"> Is travel insurance provided with the card at no additional charge? If a charge is assessed, please indicate the charge. 			
<ul style="list-style-type: none"> Who creates and issues the purchasing card? How long does it take once a request is made for a new card? 			
<ul style="list-style-type: none"> How long does it take to modify limits or other criteria on existing cards? What is the process? 			
<ul style="list-style-type: none"> Are all these parameters controlled by JJC? Or by your company on a daily basis? 			
<ul style="list-style-type: none"> How many merchants accept your card within Illinois? Please check mark the merchants on 			Please check mark the merchants on the



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the attached printout to indicate which accept your card.			merchant listing that accept your purchasing card
Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
<ul style="list-style-type: none">• How many merchants accept your card within the US?			
<ul style="list-style-type: none">• Can cards be issued for a specific dollar amount only? (I.E., when the amount is acquired the card is useless.)			



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Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
Fraud and Charge-Back Control:			
<ul style="list-style-type: none">Who assumes the responsibility for stolen card purchases? Describe the procedures for processing lost or stolen cards.			
<ul style="list-style-type: none">At what point does insurance coverage take effect for a lost or stolen card?			
<ul style="list-style-type: none">Once notified of a lost or stolen card, how long does it take to negate the card?			
<ul style="list-style-type: none">Is there a 24-hour telephone number for reporting lost or stolen cards?			
<ul style="list-style-type: none">What assistance is provided by JJC for resolving discrepancies with merchants?			
<ul style="list-style-type: none">What amount of insurance do you carry on each card for fraudulent use? What procedures are in place to minimize risk of fraud or misuse of cards?			
<ul style="list-style-type: none">Does your card impact the credit history of the individual cardholder?			Attach a sample cardholder agreement document



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Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
<p>Reporting: Which of the following reporting is available without writing queries?</p> <ul style="list-style-type: none"> Monthly settlement report Please attach a 1-page example of each report 			Please attach a 1-page example of each report
<ul style="list-style-type: none"> Cardholder statement 			
<ul style="list-style-type: none"> Spending analysis by employee by MCC 			
<ul style="list-style-type: none"> MCC detail transaction report 			
<ul style="list-style-type: none"> Spending analysis by category 			
<ul style="list-style-type: none"> Merchant usage report 			
<ul style="list-style-type: none"> Cardholder usage report 			
<ul style="list-style-type: none"> Current merchant list 			
<ul style="list-style-type: none"> 1099 report and forms 			
<ul style="list-style-type: none"> Sales tax report 			
<ul style="list-style-type: none"> Sales return analysis report 			
<ul style="list-style-type: none"> Charge-back analysis report 			
<ul style="list-style-type: none"> Does your system have a query-based report writer for the users? 			
<ul style="list-style-type: none"> Is the query system easy to learn and use by a non-programmer? 			



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<ul style="list-style-type: none">• How much query training is provided by JJC?			
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Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
Monthly Reconciliation Process:			
<ul style="list-style-type: none">When is the settlement between JJC and you performed? Monthly? Daily?			
<ul style="list-style-type: none">Will the settlement automatically occur?			
<ul style="list-style-type: none">What timeframe is allowed for JJC to perform the reconciliation and contest any transactions?			
<ul style="list-style-type: none">Is the data available to JJC on a daily basis? What format is the data available in? Can it be downloaded to Excel?			
<ul style="list-style-type: none">Will the software automatically create and route an e-mail Purchasing Report to each cardholder at the end of each month?			
<ul style="list-style-type: none">Will the software automatically create and route an “e-mail nags” to cardholders and their supervisors who have not submitted their verified Purchasing Reports back to the A/P Department?			
<ul style="list-style-type: none">Will the software support the automatic routing of an Expense Report and a Purchasing Report from the employee to their respective			



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supervisor? Then from the supervisor to the A/P Department?			
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Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
<p>Parameter-Driven Capabilities: <i>Please list all fields that are controlled by JJC. Example would include: the cost per mile reimbursed by the IRS, number of transactions allowed by card, dollar amount allowed by card, etc. Please provide..</i></p>			



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Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
<p>Purchasing Card System Costs:</p> <ul style="list-style-type: none"> • After successful completion of the pilot program, based on 5,000 – 6,000 annual transactions totaling over 700,000 – 850,000 dollars, how much will JJC be charged for this service? 			
<ul style="list-style-type: none"> • Does your company offer rebates once a certain volume is achieved? At what level can rebates be realized by JJC? What is the rebate percentage? What is the percentage based on? 			Attach your rebate program write-up
<ul style="list-style-type: none"> • Will JJC be charged a pilot conversion cost? If so, what? 			
<ul style="list-style-type: none"> • Will JJC be charged a college-wide rollout conversion cost? If so, what? 			
<ul style="list-style-type: none"> • What are the one-time conversion costs? 			Please list and attach all
<ul style="list-style-type: none"> • Do you charge an ongoing maintenance fee? If so, what is it? What is it based on? 			
<ul style="list-style-type: none"> • Cost of training JJC card users and card administrator? 			



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Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
<p>Client References: Please provide three (3) references with the name of the company, the contact, phone number, and number of years with your purchasing card process.</p>		<ol style="list-style-type: none">1. 2. 3.	
<p>Marketing the Program: Please provide copies of any posters, flyers, e-mail and videos used by other companies to market the program internally.</p>			Attach any marketing programs